

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - [3205, COVID-19 Prevention](#)
  - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
  - [3205.2, Major COVID-19 Outbreaks](#)
  - [3205.3, Prevention in Employer-Provided Housing](#)
  - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
  - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# COVID-19 Prevention Program (CPP) for Laguna Beach Unified School District, 550 Blumont Street, Laguna Beach, CA 92651

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This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** January 18, 2021

## Authority and Responsibility

The Superintendent of Schools, or Designee, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Conduct daily health screenings of staff and students.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by working with their site's Principal and assigned District Nurse to remedy potential risks.

## Employee screening

We screen our employees by requiring staff to complete daily self-health assessments prior to arriving on campus. The daily screening is issued via ParentSquare. Thermal scanners will be used at each entry point at all four schools and the District Office as a requirement to verify temperature prior to entering any district facility. Upon verifying temperature, staff is provided a sticker to be worn that identifies they have completed the daily screening and it should be worn in an area visible for others to see.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Control Type	Hazard Assessment & Correction	Person(s) Responsible for Correction(s)	Follow-up to Verify Corrective Action(s)
Engineering	<p>Severe: Does not Meet Protocol/Standards</p> <ul style="list-style-type: none"> <li>• Missing barriers/partitions, lack of recommended ventilation</li> <li>• Report immediately</li> <li>• Corrective actions may include use of alternative space(s) until all engineering hazards are remedied</li> </ul>	Site Supervisor, Director of Facilities	<p>Procurement of missing items to be confirmed and timeline sent to Site Supervisor so they are aware when deficiencies will be remedied</p> <p>Corrective actions to be reported by Site Supervisor once complete to the Facilities Department for verification walkthrough</p>
	<p>Moderate: Meets Protocol/Standards but is being improperly implemented or not used</p> <ul style="list-style-type: none"> <li>• Barriers/partitions improperly placed, air filtration not active when space is in use</li> <li>• Report immediately</li> <li>• Correct immediately</li> </ul>	Site Supervisor	<p>Verify protocols/standards are understood by employees</p> <p>Work with facilities to conduct follow-up training as needed</p> <p>Conduct unscheduled/unplanned walkthroughs through spaces to verify required protocols/standards are met</p>
Administrative	<p>Severe: Does not Meet Protocol/Standards</p> <ul style="list-style-type: none"> <li>• Minimum physical distancing requirements are not being met, incomplete cleaning disinfecting, improper use or lack of cleaning/disinfecting supplies</li> <li>• Report immediately</li> </ul>	All Employees	<p>Provide additional training, supports, equipment to assist in compliance with administrative functions</p> <p>Conduct walkthroughs with the facilities department as necessary to identify potential locations for new signage, temporary equipment, relocation of furnishings to help reinforce</p>

	<ul style="list-style-type: none"> <li>• Correct immediately</li> </ul>		administrative requirements
	<p>Moderate: Meets Protocol/Standards but the use of temporary/substitute staff is necessary to complete daily operations</p> <ul style="list-style-type: none"> <li>• Review protocol/standards to ensure compliance</li> <li>• Report non-compliance immediately</li> <li>• Correct immediately</li> </ul>	Site Supervisor and/or designee	Provide frequent follow-up with all temporary staff to ensure understanding of all protocol/standards
<b>PPE</b>	<p>Severe: Does not Meet Protocol/Standards</p> <ul style="list-style-type: none"> <li>• Insufficient supply of any necessary PPE or improper use</li> <li>• Report immediately</li> <li>• Correct immediately</li> </ul>	Assistant Superintendent of Business Services, Director of Facilities	<p>Identify procurement timeline to expand inventory necessary to support long-term operations</p> <p>Maintain accurate PPE log and review at least weekly to monitor supply levels</p> <p>Work with District Nurses to provide training opportunities for the proper use of PPE</p> <p>Work with Site Principals to communicate PPE requirements</p>
	<p>Moderate: Meets Protocol/Standards but supplies are known to be getting low or significant delays are expected for procurement</p> <ul style="list-style-type: none"> <li>• Report immediately</li> <li>• Identify alternatives for procurement or approved methods to extend the useful life of existing inventory in line with the local health care agency's guidance</li> </ul>	Assistant Superintendent of Business Services, Director of Facilities	<p>Actively monitor PPE supply log to initiate procurements well in advance of potential shortage(s)</p> <p>Report to the Superintendent options that may be considered to extend the useful life of existing PPE, should such a thing be considered</p>

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.
  - Supervisors to manage the rotation of office staff when remote work is conducted in a manner that still allows for the day-to-day operations of the district to be completed as required.
- Remove/reposition furnishings to maintain at least 6-feet of social distance.
- Reducing the number of persons in an area at one time, including visitors.
- Installation of visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Adjusted work processes or procedures, such as implementing the use of electronic signatures to limit the transfer of documents between employees when possible.
- Reference section 3205(c)(6) for details.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. An inventory of face coverings is provided at each district owned site, as well as a log, to ensure an adequate supply is available for distribution as needed to all employees. Face coverings are required to gain entry to any of our sites and may only be removed when:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
  - Employees who cannot wear face coverings for a medical reason must provide the district a doctor's note.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Installation of plexiglass partitions at all administrative offices that serve as the primary entry point to their site and/or grant entry to the general public.
- Plexiglass desk shields are available for use and can be requested by any site.
- Flexible and portable furniture has been situated to help maintain social distancing and provide temporary barriers to control traffic flow and receive mail/deliveries.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Upgrading all mechanical filters to a Minimum Efficiency Reporting Value (MERV) 13 rating and increase the frequency of system filter change outs to be done 4 times/year.
- Provide portable HEPA grade air filters (Winix Plasmawave) for all spaces that are sized appropriately based on the air circulation and turnover rate of the mechanical system. Change out filters regularly with new replacement filters to ensure units operate at maximum efficiency.
- Retrofit all mechanical systems at our school site admin offices and large spaces, i.e. multipurpose rooms, libraries, gymnasiums, theaters, etc. with UV light disinfecting systems.
- Provide immediate repair to all operable windows to ensure proper function and can be opened to maximize outside air flow to internal spaces.
- Change all mechanical unit filters, both permanent and temporary, no less than twice per year or after an event that requires an immediate change such as a wildfire or any other event that results in higher than normal airborne toxins.
- Provide temporary shade structures and tents to increase the opportunity to use outside spaces.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection.
- Cleaning and disinfecting products that meet CDPH standards have been purchased and received from the State and will be used frequently throughout the day in classrooms, restrooms, and other common spaces.
- An inventory of cleaning and disinfecting supplies is maintained at each site within designated custodial rooms and the inventory is tracked and maintained by the Facilities Department.
- A third-party disinfecting company has been contracted with to provide daily disinfecting at all sites that utilizes a combination of UV light sanitation on and within all buildings, as well as power washing and disinfecting of exterior spaces used by students and staff.
- All facilities staff have been trained in the proper cleaning/disinfecting procedures related to COVID-19 and modifications have been made to their daily assignments to make sure all common areas and surfaces are disinfected throughout the day.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Notify the local public health department.
- Isolate case and exclude from work for 10 days from symptom onset or test date.
- Work with District Nurses to identify contacts, quarantine & exclude exposed contacts for 10 days after the last date the case was present at work while infectious.
- Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine).
- Supervisor to conduct a return to work health screening interview.
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
  - A third-party disinfecting company has been contracted with to provide daily disinfecting at all sites and they are also available on an as-needed basis to disinfect on a more frequent basis.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by staff trained in the proper use of the disinfecting supplies maintained at each site for the prescribed use (i.e. disinfecting wipes for technology versus general disinfecting wipes for basic office supplies).

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures:

- We Evaluate handwashing facilities.
- Students and staff are required to wash their hands at regular intervals. Regular hand washing is preferred over the use of hand sanitizer and will be reinforced as the preferred method for healthy habits.
- Ethyl alcohol-based hand sanitizer has been provided to every classroom and interior facility, with ample refills, and throughout each campus, including custodial offices, to allow for sanitizing when hand washing is not immediately available.
- Temporary hand washing stations are provided at each school site and are strategically located to accommodate users ability to access in lieu of restroom facilities.
- Portable hand washing stations that are foot-pump operated are set up outside modular classrooms that have been placed on campuses to allow students in those classrooms easy access to washing stations.
- A touchless paper towel dispenser is included at each hand washing station.
- An inventory list is maintained at each school site and shared with the facilities team to track the usage and need for reordering as PPE or sanitizing supplies run low and need to be restocked.
- Signage has been posted at each site that promotes healthy hygiene practices.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Contact tracing is conducted by District Nurses.
- Staff member determined to have been exposed are notified and placed into quarantine.
- Salary and benefits will not be affected for employees exposed at work.
- Free COVID-19 testing is offered to employees who have been deemed a close contact.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.
- All employees determined to be low risk at the exposed worksite will be notified within one-day of the district being notified. This notification letter is also shared with bargaining unit leadership. The letter includes all necessary information as required by AB 685.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to.

- Employees should notify their direct supervisor via email.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:
  - Any student, teacher or staff member with COVID-19 symptoms should get tested. Common symptoms include fever, chills, cough, shortness of breath or difficulty breathing. Other less common symptoms can include fatigue (feeling tired), muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. If an individual suspects they have symptoms, they should contact their doctor or health care provider to arrange for evaluation and testing.
  - COVID-19 testing for people with insurance: It is up to each individual to verify information and check with the test site regarding the insurance they take and any co-pays that are expected at time of testing.
  - COVID-19 testing at the Orange County Super Site for Orange County residents: Testing is now available through two appointment-based drive-thru sites that can serve more than 2,000 people daily. Testing is available at no cost to people who live or work in Orange County. To get testing, you must meet Public Health priorities for testing and should register if cannot get a test through their medical provider (doctor). Please contact your provider first.
  - Orange County COVID-19 Testing Network for those with Symptoms: If you have symptoms of COVID-19 and you cannot get a test through your healthcare provider, you can get a FREE medical assessment and a test through the OC COVID-19 Testing Network. These are all community health centers that offer testing and care, even if you do not have health insurance.
  - For Orange County residents, free COVID-19 testing is available by using this [link](#).
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- For additional information, please refer to Appendix A, COVID-19 Diagnosis in School Community, of our LBUSD Playbook.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective



equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- All staff will be trained on the contents of the LBUSD Playbook as well as in the phases of re-entry plan. All staff have been instructed on the following:
  - Cleaning and Disinfecting protocols including proper documentation
  - Ingress and Egress travel
  - Individual Student Supplies
  - Daily Staff Wellness Screening via ParentSquare
  - Daily Student Temperature Checks with Documentation
  - Distance Learning expectations should we need to transition to distance learning
  - Healthy hygiene practices to review with students
  - Have been provided with employee rights under the FFCRA
  - Custodial & Maintenance staff received specialized training focused on the reopening of schools per CDPH Guidance

**Appendix D: COVID-19 Training Roster** will be used to document this training or the same information will be documented to later transpose to Appendix D as necessary.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by
- With a work related COVID-19 exposure, employees' salary and benefits are kept in full until they are able to return to work. The employees' supervisor will determine if the employee is able to work remotely.
- With a non-work related COVID-19 exposure, employees are provided up to 10 employer provided sick days that are in addition to employees' sick bank.
- Providing employees at the time of exclusion with information on available benefits.

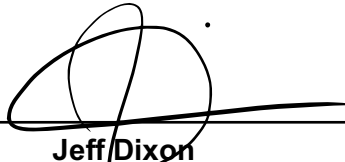
### **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - COVID-19 symptoms have improved.
    - At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.
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**Jeff Dixon**

**Assistant Superintendent of Business Services**



**Appendix B: COVID-19 Inspections**

**Date:**

**Name of person conducting the inspection:**

**Work location evaluated:**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Screening controls & technology (i.e. temperature kiosks, computers, applications, etc...)			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Plexiglass shields and partitions in place and available			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

**Date:**

**Person that conducted the training:**

<b>Employee Name</b>	<b>Signature</b>



## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

*This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#) for details.*

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.

- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

*This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section [3205.2](#) for details.*

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.

# COVID-19 School Guidance Checklist

February 22, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: \_\_\_\_\_

Number of schools: \_\_\_\_\_

Enrollment \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed reopening: \_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).**

## For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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If you have departmentalized classes, how will you organize staff and students in stable groups?

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

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**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum \_\_\_\_\_ feet

Minimum \_\_\_\_\_ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

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**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

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**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Date of Submission to Local Health Department:** \_\_\_\_\_.

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.